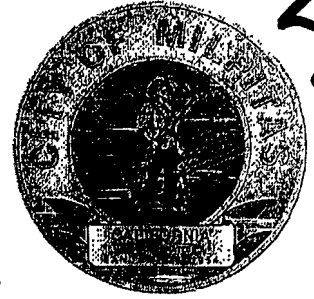


MEMORANDUM

Department of Financial Services

To: Charles Lawson, City Manager
From: Emma C. Karlen, Director of Financial Services
Subject: Request for Reclassifications
Date: January 17, 2006



Staff is requesting that three Cashier positions and two Office Assistant II positions currently authorized and assigned to Finance Department be reclassified to Fiscal Assistant I/II. In order to perform essential fiscal service duties with reduced workforce, it is important that all the clerical staff in Finance be cross-trained and versatile in performing various functions. The duties that a clerical staff has to perform in Finance Department are very process driven. They include but are not limited to cashiering, revenue collection, new business license application and renewal processing, utility billing, accounts receivable, accounts payable, purchase order and requisition processing, private job and general ledger reconciliation, and bi-weekly payroll and benefit payment processing. These specific duties require clerical staff assigned to Finance Department to be more detail oriented and analytical than an average office clerk.

In light of the current economic situation, the City's budget could no longer support full work force. Finance Department, along with other departments, recognizes the needs to work smarter, be more productive yet with fewer resources. By placing the Office Assistant and Cashier positions in the same classification as a Fiscal Assistant, we can accomplish these exact goals by allowing cross training of staff and achieving efficiency that the City Council came to expect. I have attached the job descriptions of the three positions, Office Assistant, Cashier and Fiscal Assistant, for your reference. You will notice that the duties for a Cashier and an Office Assistant are much more limited. The needs in Finance Department are much more than typing, answering telephone, or just processing deposits.

Fiscal Impact: The Cashier position receives the same salary grade as a Fiscal Assistant I. The reclassification will not have any initial fiscal impact as I am requesting that the Cashier be reclassified as a Fiscal Assistant I. I have also worked with Human Resources to put in minimum requirements that a Fiscal Assistant I must meet in order to be promoted to a Fiscal Assistant II. A Fiscal Assistant I must be able to perform four out of ten assigned fiscal duties proficiently before he or she will be considered for promotion. While the requirements are more defined, they will also build morale for staff that are capable and work hard to achieve promotional goals. The difference in pay scale between a Step E Fiscal Assistant I and a Step E Fiscal Assistant II is \$5,725 annually.

The difference between a Step E Office Assistant II pay scale and a Step E Fiscal Assistant I is \$2,491 annually. Once the Office Assistant II has been reclassified as a Fiscal Assistant I, he or she will have the same opportunities to be considered for promotion to a Fiscal Assistant II provided that he or she can meet the minimum requirements.

CITY OF MILPITAS
Established 06/85
Revised 09/91, 03/06
EEOC Office and Clerical
Unit Pro Tech
FLSA Non-exempt
Physical 1

FISCAL ASSISTANT I/II

DEFINITION

Under general supervision, performs responsible fiscal, accounting and financial office support work in the preparation, maintenance and processing of records and transactions; performs a wide variety of duties in one or more fiscal areas. These fiscal areas include accounts payable, accounts receivable invoicing/collections, cash collections, payroll, benefits, private job accounting, general ledger account reconciliation or purchase order processing and provides direct support to the public in processing business licenses and utility bills.

DISTINGUISHING CHARACTERISTICS

Fiscal Assistant I: This is the entry-level class in the Fiscal Assistant series. Incumbents in this class initially work under immediate supervision while learning job duties. As experience is gained there is greater independence of action within established guidelines. This class is flexibly staffed with Fiscal Assistant II and employees may advance to the II level after gaining the required experience, knowledge and skills and demonstrating proficiency.

Fiscal Assistant II: This is the full journey level class in the Fiscal Assistant series; it is distinguished from the Fiscal Assistant I level by performance of the full range of duties as assigned with only occasional assistance or instruction in non-routine situations. Supervision is provided by the Accounting Services Manager or designee.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Prepare and maintain complex fiscal, accounting and financial records in a major accounting system.

Provide support to the public over the counter and by telephone; answer questions and resolve problems.

Operate office and accounting equipment such as a ten-key adding machine, calculator and computer.

EXAMPLES OF DUTIES

Provide staff support in assigned area of responsibility.

Prepare and submit accounting information and enter data into a computerized system.

Process opening and closing accounts on computer; prepare refund checks for certain closed accounts; update account files.

Prepare and distribute financial and accounting reports.

Match invoices and other requests for payment with purchase order or contract documents; approve funds availability; distribute to departments for approval.

Process accounting documents including warrants, invoices, vouchers, purchase orders, statements, receipts, etc.

Post information to ledgers, reports and journals, total balance and reconcile entries and make adjustments as required.

Assist with various periodic billings; receive and process payments; balance checks and cash.

Process payroll records and documentation; audit, verify and make adjustments to records; issue manual checks as required.

Review and audit employee benefit reports and payments; maintain and update system to make changes involving employee status, rates, dependents and coverage.

Prepare, review, and analyze accounts for utility billing.

QUALIFICATIONS

Note: The level and scope of the knowledge and skills listed below are related to the job duties as defined under Distinguishing Characteristics.

Knowledge of:

- Modern office practices, procedures and equipment, including computer-based accounting systems.
- Basic mathematics.
- Principles and practices of financial record keeping.
- Basic accounting principles.

CITY OF MILPITAS
Fiscal Assistant I/II (Continued)

Skill/Ability to:

- Understand and interpret principles, laws and procedures involved in financial record keeping and accounting functions.
- Use a computer-based accounting system; operate a computer terminal for data input, data inquiry, data analysis, and report generation.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with City staff and the public.
- Operate a ten-key adding machine and calculator.
- Follow oral and written instructions.
- Prepare financial reports and maintain ledgers and journals.
- Analyze data and draw sound conclusions.
- Plan and organize work to meet deadlines on a timely basis.
- Perform job duties with minimal supervision.

Other Requirement:

- Specified positions may require possession of a valid California driver's license.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and skills in qualifying. A typical way to obtain the knowledge and skills is:

Fiscal Assistant I: One year of general clerical or accounting office assistant experience.

Fiscal Assistant II: In addition to the above, one year of fiscal office support experience equivalent to that of a Fiscal Assistant I in the City of Milpitas.

SPECIAL REQUIREMENTS:

Essential duties require the following physical abilities and work environment.

Ability to work in a standard office environment; able to travel to various locations within and outside the City of Milpitas.

Approved by:

City Manager

Date

Human Resources Director

Date

CITY OF MILPITAS

Revised 9/8/91 Established 6/85

EEOC Office and Clerical

Unit Pro Tech

FLSA Non-exempt Physical 1

CASHIER

DEFINITION

Under general supervision, receives payments from the public for utility bills, licenses, permits and other City charges; maintains financial records and performs a variety of general clerical tasks related to the cashiering function.

DISTINGUISHING CHARACTERISTICS

This is a working level class related to the Fiscal Office Assistant series. The primary responsibility of Cashier class is to act as City cashier, receiving and processing monies paid to the City. Fiscal Office Assistant I/II classes are distinguished from the Cashier class by responsibility for more varied accounting and fiscal office support duties.

Cashiers work under general supervision of Fiscal Services Supervisor, and may receive assignments from other professional or technical personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited too, the following:

Receive and process a variety of payments from the public in person and by mail for utility bills, licenses, permits and other City charges.

Sort and process outgoing bills.

Receive and balance mail payments.

Balance daily receipts to monies received; correct any discrepancies; prepare revenue summary sheets.

Open and close safe.

Receive, verify and record receipts for bank deposits.

Prepare and mail billings for various charges.

Provide information to the public relative to City policies and procedures; refer inquires as appropriate.
CITY OF MILPITAS
Cashier (Continued)

EXAMPLES OF DUTIES

- Review and monitor accounts for changes and problems.
- Operate a variety of office machines; enter data into computer system as assigned.
- Maintain and update a variety of records and logs.
- File reports, permits, applications, payments and other records; purge files as needed.
- Distribute incoming mail and process outgoing mail as required.

QUALIFICATIONS

Knowledge of:

- Proper methods and procedures used in handling cash, checks and other negotiable instruments.
- Bookkeeping and financial record keeping principles and practices.
- Modern office practices and procedures, including filing.
- Business arithmetic.
- Basic business computer applications and principles.

Skill/Ability to:

- Handle large amounts of checks, cash and other negotiable instruments accurately.
- Make rapid and accurate records and files.
- Organize and maintain accurate records and files.
- Operate a cash register and adding machine with efficiency.
- Balance and reconcile monies received and prepare financial records.

Skills/Ability to:

Perform detailed office support work.

Organize and maintain accurate records and files.

CITY OF MILPITAS

Office Assistant I/II (Continued)

Skills/Ability to:

Operate office equipment including computer terminals and word processor.

Understand and carry out oral and written directions.

Make simple mathematical calculations accurately.

Compose routine correspondence.

Coordinate various job duties and set priorities.

Make decisions and use judgment based on established guidelines.

Establish and maintain effective working relationships with City staff, the public and others contacted on the job.

Other Requirements:

Specified positions may require the ability to type at a speed of 40 words per minute.

Specified position may require possession of a valid California driver's license.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills is:

Office Assistant I: No specific education or experience is required.

Office Assistant II: One year of general clerical or office assistant experience.

Approved by:

City Manager

Date

CITY OF MILPITAS
EFFECTIVE: June 1987
Revised: September 8, 1991
EEOC: Office & Clerical
FLSA: Nonexempt
UNIT: Protech
PHYSICAL: 1

OFFICE ASSISTANT I/II

DEFINITION

Under general supervision, performs a wide variety of office support duties related to the function and department assigned, which may include reception, typing, word processing, data entry, record keeping and filing.

DISTINGUISHING CHARACTERISTICS

Office Assistant I - This is the entry level class in the Office Assistant series. Incumbents typically have little or no directly related work experience and work under immediate supervision while learning job duties. As experience is gained, a wider variety of duties is performed. This class is flexibly staffed with Office Assistant II and employees may advance to the II level after gaining the required experience, knowledge and skills.

Office Assistant II - This is the full journey level class in the series and is distinguished from the I level by performance of the full range of duties assigned, with only occasional instruction or assistance in non-routine situations. Office Specialist class is distinguished from this class by performance of technical, complex and specialized office support duties which require technical knowledge and skills.

EXAMPLES OF DUTIES - Duties may include but are not limited to the following:

Perform general clerical duties related to assigned functional area of responsibility.

Type, proofread and process a variety of documents including general correspondence, forms, memos, statistical charts and specialized documents from drafts, notes, brief instructions or dictated tapes using a typewriter or word processing or computer equipment.

Act as receptionist; answer the telephone and wait on the general public, giving information on departmental policies and procedures as required.

Enter, edit and retrieve data using computer terminal system; prepare and maintain computerized reports.

CITY OF MILPITAS

Office Assistant I/II (Continued)

EXAMPLES OF DUTIES

Perform a wide variety of routine clerical work including filing, billing, and checking

Sort and file documents and records, maintaining alphabetical, index, and cross reference files.

Compile information and data for statistical and financial reports; check and tabulate statistical data; prepare simple statistical reports; and maintain a variety of statistical records.

Operate standard office equipment including word processing and computer terminals as assigned.

Receive, sort and distributed incoming and outgoing mail.

Order office supplies; submit expense claims.

QUALIFICATIONS

Note: The level and scope of the knowledge and skills listed below are related to the job duties as defined under Distinguishing Characteristics.

Knowledge of:

English usage, spelling, grammar and punctuation.

Office practices and procedures including filing systems and basic record keeping.

Operation of standard office equipment including word processing and computer equipment.

Basic business mathematics.

Business letter writing and typing formats.

Organization, policies, procedures and operating details related to the departmental to which assigned.

Skills/Ability to:

Perform detailed office support work.

Organize and maintain accurate records and files.

CITY OF MILPITAS

Office Assistant I/II (Continued)

Skills/Ability to:

Operate office equipment including computer terminals and word processor.

Understand and carry out oral and written directions.

Make simple mathematical calculations accurately.

Compose routine correspondence.

Coordinate various job duties and set priorities.

Make decisions and use judgment based on established guidelines.

Establish and maintain effective working relationships with City staff, the public and others contacted on the job.

Other Requirements:

Specified positions may require the ability to type at a speed of 40 words per minute.

Specified position may require possession of a valid California driver's license.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills is:

Office Assistant I: No specific education or experience is required.

Office Assistant II: One year of general clerical or office assistant experience.

Approved by:

City Manager

Date